

Selling a Giftcard

Go to <http://login.feefreegiftcard.com>

You might get an error that says it is not a secure site. It is okay you just need to click continue to site to bypass this.

Put in your username for the site.

Put in your password.

System ID: 5466

Click Log In

g information.

Username:	<input type="text"/>
Password:	<input type="password"/>
System ID:	<input type="text"/>

Selling a Gift Card

Load/Reload Value

Redeem Card

Balance Inquiry

Logoff

- Click on Load/Reload Value. A box will come up to enter the numbers found on the back of the card.

Collecting CC Payment for Gift Card in CB

Step 1: From your clients CB Profile, create a new Res card

1) Click on Res Card Tab.
Then start a new Res card
by clicking on ADD

Leisure

File Edit Reports Merge To Workstation Defaults Global Defaults Utilities Windows Help

Remind Note Mailer Res Card Receipt Print Label Letter PNR E-mail Q-View

Karrie Louise Stewart
64 Keel Court
Stansbury Park, UT 84074-8953
US

Home: +1 (435) 882-6927
E-mail: kstewart@morrismurdock.com
Cellular: +1 (801) 652-3451
Home: +1 (801) 557-6037
Home: +1 (435) 882-6927

Marketing Codes: 16
Primary Traveler: Stewart/Karrie Louise
Groups: A/R LEISURE

Primary Agent: SK - Karrie Stewart
Created: 6/21/2004
Salutation: Karrie Stewart
Interface ID: 8016523451
Profile No.: 15729

General Info Communications Remarks Marketing Travelers Activities Travel History Card **Res Cards** Payment History Attachments PNR Entries More Fields Groups Res Card Remarks

General Info

Type Last First Middle Courtesy Title

Leisure Stewart Karrie Louise

Additional Name

Address Info

Address 1 Primary, Bill To << Modify

Address Line 1 64 Keel Court

Address Line 2 Apt/Suite

Zip Code City State Country

84074-8953 Stansbury Park UT US

Additional Addresses

Profile Status

Create User Create Date Last Modified User Last Modified Date Profile Status

KSTEWART 6/21/2004 SYSDBA 10/20/2021 11:09:57 AM Active

Additional Info

Branch No. Primary Agent

[38] SL Leisure WH5B SK - Karrie Stewart

Interface ID Salutation

8016523451 Karrie Stewart

Web ID Web Password

VERIFIED

Referred By

Referral

Special Dates

Month Day Year Type

November 27 1960 Birthdate

March 30 1984 Wedding Anniversary

Additional Special Dates

12/22/2021

Collecting CC Payment for Gift Card in CB

Step 2: Complete Gift Card Information

The screenshot shows the 'New Res Card' form in the CB system. The form is divided into several sections: 'Res Card' at the top with financial fields (Res Total, Invoiced in CB, Invoiced Outside CB, Balance), a toolbar with icons for Invoicing, Proposal, Itinerary, Statement, Go To, Letter, E-mail, and Label, and a main data entry area. The data entry area includes fields for Create Date (2/26/2020), Agent (BB - Barbara Rhea), Status (Active), Reservation Cycle (Final), Marketing Source (Gift Card), Group, Branch No. ([72] Solo travel management), Prepared for (Stewart), Trip Name (Gift Card), Location No., Region, Destination, Trip Start Date, and Trip End Date. Below this are sections for Addresses (Client Ship To, Client Bill To) and Travelers (Stewart/Karrie Louise, Stewart/Andrew, Stewart/Keith). At the bottom is a 'Reservations' table with columns for Booking Status, Type, Res Date, Vendor, Reservation Status, and Conf #. A summary bar at the very bottom shows 'All Confirmed Reservations' with values for Res Total, Invoiced Total, Balance, Comm Total, and Net Total, all currently at 0.00.

1) Reservation Cycle:

Change to Final

2) Market Source:

Select Gift Card from the drop down box

3) Branch Number:

Should default to your branch

4) Trip Name:

Gift Card

5) Click on Apply to apply changes

Collecting CC Payment for Gift Card in CB

Step 2: Continue completing Gift Card Information

The screenshot displays the 'Res Card' application window. At the top, there are fields for 'Res Total', 'Invoiced Total', and 'Balance', all showing 0.00. Below this, there are dropdown menus for 'Create Date' (2/19/2020), 'Agent' (BB - Barbara Bher), 'Status' (Active), 'Reservation Cycle' (Final), 'Marketing Source' (Gift Card), and 'Branch No.' ([70] Retail Mgt 8KM). The 'Prepared for' section shows 'Stewart/Karrie' for the 'Trip Name' and 'Gift Card' for the 'Locator No.'. The 'Addresses' section includes 'Client Ship To Address' and 'Client Bill To Address', both pointing to 'Karrie Louise Stewart' at '515 S 700 E, Ste 1B, Salt Lake City, UT 84102'. The 'Travelers' list includes 'Stewart/Karrie Louise', 'Stewart/Andrew', and 'Stewart/Keith'. A 'Reservations' table is visible below, with columns for 'Booking Status', 'Type', 'Res Date', 'Vendor', 'Reservation Status', and 'Conf #'. A large number '7' is overlaid on the right side of the interface. A 'Service Fee' icon is circled in red. A warning dialog box is overlaid on the bottom, with the text 'Warning: Destination field is not completed. Save Res Card anyway?'. The 'Yes' button in the dialog is circled in red, and a large number '6' is overlaid on the dialog.

6) Click Yes on Destination Field Warning

7) Click on Service Fee

Collecting CC Payment for Gift Card in CB

The screenshot shows the ClientBase software interface for a reservation. The 'Reservation' section is active, and the 'General' tab is selected. The following fields are highlighted with red circles and numbered 1 through 6:

- 1) Vendor: Gift Cards
- 2) Travel Category: Tour
- 3) Confirmation Number: 567890123456
- 4) Base and Commission: Base 500.00, Tax 0.00, Commission 0.00%, Total Fare 500.00
- 5) Tour Description: Expiration date 12/31/2022 (two years from purchase date)
- 6) OK button

1) Vendor: Gift Card

2) Travel Category: Tour

3) Confirmation Number: Add 16 digit confirmation number from Gift Card

4) Base & Commission: Base should be the amount charged. Commission should be zero.

5) Description: Add a 2 year expiration Date

6) Description: Click on OK

Collecting CC Payment for Gift Card in CB

Continued Completing Fee Information

The screenshot shows the 'Res Card' window in the CB system. The window title is 'Res Card' and the number '7' is displayed in the top right corner. The interface includes a header with 'Res Total', 'Invoiced Total', and 'Balance'. Below this are various dropdown menus for 'Create Date', 'Agent', 'Status', 'Reservation Cycle', 'Marketing Source', 'Group', and 'Branch No.'. A 'Prepared for' section shows 'Stewart/Karrie' and 'Gift Card'. There are sections for 'Addresses' and 'Travelers'. A 'Reservations' table is visible at the bottom left. A warning dialog box is open in the center, with the number '8' next to it. The dialog box contains the text: 'Warning: Destination field is not completed. Save Res Card anyway.' The 'Yes' button in the dialog box is circled in red. The 'Apply' button in the top right corner of the main window is also circled in red.

Booking Status	Type	Res Date	Vendor
Confirmed	Miscella...	2/20/2020	Gift Cards

7) Click on Apply

8) Click on Yes to Save Res Card

Collecting CC Payment for Gift Card in CB

Step 4 : Begin Invoice Information

The screenshot shows the 'Res Card' software interface. At the top, the 'Invoice' button is circled in red and labeled with a large '1'. Below the main navigation bar, there is a section for 'Addresses' and 'Travelers'. The 'Reservations' section is visible, showing a table with columns for Booking Status, Type, Res Date, Vendor, Reservation Status, Conf #, Base, Tax, and Cor. An 'Insurance Prompt' dialog box is open in the center, displaying a warning icon and the text 'No Insurance Reservations exist for this trip. Accept or Decline Insurance'. The 'Decline' button in the dialog box is circled in red and labeled with a large '2'. At the bottom of the interface, there is a summary table with columns for Res Total, Invoiced Total, Balance, Comm Total, and Net Total.

Res Total	Invoiced Total	Balance	Comm Total	Net Total
500.00	0.00	500.00	500.00	0.00

1) Select Invoice

2) Decline
Insurance Prompt

Collecting CC Payment for Gift Card in CB

Step 5: Collecting Credit Card Payment

The screenshot shows the 'CB Invoice' window. The 'Invoice Payment' section has 'Form of Payment' set to 'Credit Card' and 'Check/CC Number' set to '4561-XXXX'. The 'Invoice Totals' and 'Commission Tracking Totals' sections show a total fare of 500.00. The table below has one row selected: 'Tour' with 'Vendor' 'Gift Cards', 'Traveler' 'Peterson/Annette;Pe', and 'Confirmation No' '1234567890123'. The 'Reservation Total' section shows a total fare of 500.00. The 'Travel Type' is 'Tour-Dpst' and 'Submit To' is 'CommTrack'. The 'Preview Invoice' and 'Generate Invoice' buttons are circled in red.

Base	Tax	Commission	Total Fare	Base	Tax	Commission	Total Fare
0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00

Select	Category	Vendor	Traveler	Confirmation No	Depart Date	Return Date	Agent	Traveler No
<input checked="" type="checkbox"/>	Tour	Gift Cards	Peterson/Annette;Pe	1234567890123			BART LOWRY	

Reservation Total		
Base	Not yet Invoiced	This Invoice
500.00	500.00	500.00
0.00	0.00	0.00
0.00	0.00	0.00
500.00	500.00	500.00

- 1) Highlight the Gift Card by Clicking on the line
- 2) Form of Payment: CC Merchant
- 3) Add Credit Card from drop down menu. (DO NOT add Credit Card number manually. Add Credit Card to Client profile before invoicing)
- 4) Travel Type: Gift Card
- 5) Submit to: Supplier
- 6) Click on Preview Invoice: Check and make sure the invoice looks correct.
- 7) Click on: Generate Invoice

12/22/2021

Gift Card Invoice Example:

MORRIS MURDOCK

TRAVEL

DRAFT COPY

Karrie Louise Stewart
64 Keel Court
Stansbury Park, UT 84074-8953
US

Invoice No. :
Invoice Date : 2/19/2020
Travel Consultant : BB - Barbara Bher
Group No. :
Page No. : 1
Interface ID : 4358826927

Miscellaneous	
Vendor	: Gift Cards
Booking Status	: Confirmed
Travelers	: Stewart/Karrie Louise; Stewart/Andrew; Stewart/Keith; /
Confirmation No.	: 810582057220
No. of Travelers	: 4



Miscellaneous
Gift Cards

Description : Gift Card Expiration - 2/20/20

	<u>Total</u>
Reservation Totals	\$ 500.00
Prior Invoiced Totals	\$ 0.00
This Invoice Totals	\$ 500.00
Paid By Credit Card VI 48-XXXX-7696:	\$ (500.00)
Balance:	\$ 0.00

*Internal Vendor Payment Remark - N/A

Thank You For Choosing Morris Murdock Travel

Ask your agent about NEW PASSPORT requirements for International travel beginning December 31st, 2006.

Please review the above information, such as Name Spelling, Dates, Times and Pricing for accuracy.

Initial _____

Taxes and fuel surcharges are subject to change until tickets issued.

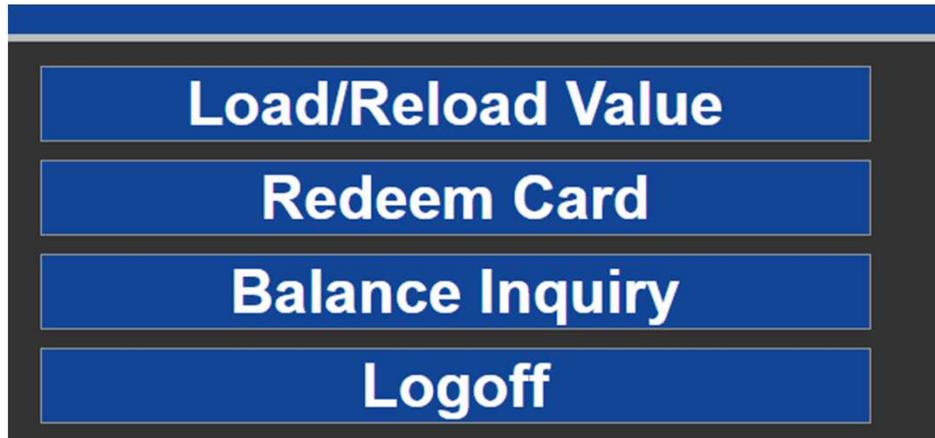
I have been offered and I have declined the purchase of: Trip Cancellation (including airline, cruise, and tour operator default) and travel accident/limited sickness/medical/trip interruptions insurance.

I, the undersigned will not hold MORRIS MURDOCK TRAVEL and/or its agents responsible for any expenses incurred by me resulting from delay/cancellation of my trip, accident, sickness, death, stolen or damaged baggage or property.

_____ Date _____

Client Signature

Redeeming a Gift Card



1. Click Redeem Card: It will give you a white box and you will put in the number on the back of the card and click submit.
2. Once you redeem the gift card you need to send an email to Carole at cfisher@morrismurdock.com

Include the following in the email:
Client Name
Interface ID
The Amount of the Gift Card
Gift Card Number
3.
 - When your client redeems the gift card you will pay the vendor using your company visa.
 - Run the invoice in CB. In Sabre, create a PNR and run Credit Card reconciliation script (found under the Accounting PF Key) to complete the transaction.